

HOPE ANIMAL SHELTER OPEN MEETING GUIDELINES

Under Michigan law, private non-profit corporations, such as HOPE, do not have to comply with Michigan's Open Meetings Act. However, the HOPE Board of Directors recognizes that as it operates a county-owned animal shelter and as it receives public funding to do so, it should strive for transparency in fulfilling its functions. In an effort to promote transparency and accountability, the HOPE Board of Directors adopts the following open meeting guidelines.

The HOPE Board of Directors will follow these guidelines whenever a quorum of the Board is present. A quorum of the Board may gather without regard for these guidelines under the following circumstances:

1. When members attend a social event, and/or educational conference or session;
2. When attending a meeting or presentation at a civic organization;
3. When attending the public meeting of another public organization as long as no HOPE related business is discussed.

The open meeting provisions adopted by the HOPE Board of Directors follow:

1. The HOPE Board of Directors will post its annual schedule of regular business meetings on its website/Facebook Homepage at the beginning of HOPE's fiscal year, and update this schedule as necessary.
2. The HOPE Board of Directors will post its regular meeting agendas by close of business on the Friday before a meeting. The posting will appear on HOPE's website/Facebook Homepage.
3. The HOPE Board of Directors will follow an "open door" concept, permitting members of the public to attend its meetings, contingent on meeting room capacity.
4. The HOPE Board of Directors will provide an opportunity for members of the public to address the Board during its meetings as provided in the following;
 - a. On agenda items at the beginning of its meetings, subject to a three (3) minute limit per person.
 - b. On non-agenda items at the end of its meetings, subject to a three (3) minutes limit per person.
 - c. Upon written request, received at least one week prior to a scheduled meeting, to be placed on the agenda, subject to a (15) minutes limit.
 - d. At the Board's discretion, a large group communicating the same message may be asked to appoint a spokesperson to represent the group.
5. The HOPE Board of Directors, recognizing there are times when the business before the Board contains subject matter that may not be appropriate for public discussion, may

enter into closed session with a two-thirds (2/3) affirmative vote of the members appointed. Examples of circumstances that may necessitate a closed session include, but are not limited to, the following;

- a. To consider personnel action, and/or consider charges against a Board member, employee, or volunteer. The individual in question would have the right to attend the closed session.
- b. To consider the purchase or lease of real property.
- c. To consult with an attorney.
- d. To consider an application for employment.
- e. To consider an application for animal adoption when such application contains private and personal information.
- f. To discuss animal behavior and/or health issues if a public discussion could negatively affect the animal's opportunities for adoption.
- g. To discuss negotiations with a vendor, contractor, and/or other involved party for construction and/or major purchases.
- h. To consider information or materials exempt from disclosure or public discussion as provided for by state or federal statute. Examples are FERPA, ADA, EEOC, personal medical information, attorney privileged, staff/volunteer addresses and telephone/cellphone numbers, etc.

Minutes of closed sessions will be kept but shall remain confidential. Sealed closed session meeting minutes will be retained at the official address of HOPE.

Closed sessions must be entered into from and exited to an open meeting. Decisions arising from closed sessions must be made in open session, although information protected from disclosure need not be identified during decision-making.

The Board reserves the right to invite other individuals to attend its closed sessions as it believes appropriate.

6. The HOPE Board of Directors will take minutes of its meetings. These minutes will include the following;
 - a. Date
 - b. Time
 - c. Place
 - d. Members present
 - e. Record of any decisions made during the open meeting
 - f. Purpose for which the Board goes into closed session

Open meeting minutes will be approved at the next regular business meeting.
Permanent corrected minutes will be available for public review at the official address of HOPE, no later than five (5) business days after approval.

7. The HOPE Board of Directors recognizes the importance of having all of its members participating in its meeting; attendance, and participation in discussion and voting by remote means is permitted.

ADOPTED AT A REGULAR MEETING OF THE HOPE BOARD OF DIRECTORS ON: April 25, 2023.

ATTESTED TO BY: _____, Chairperson, Kay Fiene

_____, Secretary, Anna Bolich